

MEMORANDUM

TO: Interested Stakeholders (Steering Committee and Observers)

FROM: Tom Stevens, Manager

DATE: December 21, 1998

SUBJECT: Stakeholder Advisory Group Meeting - February 10 & 11, 1999

The Stakeholder Advisory Group meeting for the EPA's Source Water Protection Pilot will be held at the BWI Airport Marriott, Baltimore, MD. The meeting will start at 1:00 p.m on February 10 and will end at 5:00 p.m that day; reconvene on February 11 at 8:00 a.m. and adjourn by 4:00 p.m.

For planning purposes, NSF needs to know the number of persons attending the meeting. We are holding a block of rooms at the BWI Airport Marriott (743 West Nursery Road, Baltimore-Washington International Airport, Baltimore, MD). To reserve your room at the NSF group discount rate (\$129.00), call the hotel at (800) 228-9290 or (410) 859-8300). **The block of rooms will be held until January 19, 1999. Please inform the hotel reservationist that you will be attending the EPA/NSF Source Water Protection Pilot meeting and the number of days that you will be staying as this will ensure your group rate of \$129.00. After this date, the rooms will then be booked at a rate of \$139.00 to \$179.00 per night and on a space availability basis.**

The hotel provides complimentary shuttle service to and from the airport. The phone board is located in the baggage claim area on the first floor. The shuttle runs every 20 minutes on the hour, or on demand. Please be sure to identify the airline that you arrive on when calling for the shuttle since the hotel will pick you up in that area.

Please return the enclosed [FAX sheet](#) (PDF) to Pat Wilkie by January 21 to inform us if you will be attending the meeting. I look forward to seeing you in February.

DRAFT Meeting Agenda
Source Water Quality Protection Technologies ETV Stakeholder Advisory Group
February 10-11, 1999
Airport Marriott - Baltimore, Maryland

Wednesday, February 10, 1999

1:00 pm Welcome (30 minutes)

**T. Stevens,
NSF**

- Self Introductions - Advisory Group & Observers
- Guidelines for Conduct of Meetings

1:30 pm	Overview of EPA's Environmental Technology Verification Program (1 hour)	P. Hansen, EPA
2:30 pm	Overview of SWP ETV Pilot (45 minutes) <ul style="list-style-type: none"> • Pilot Strategy (+ benefits) • NSF's Role • Role of Stakeholder Advisory Group • Role of Technology Panels • Testing Component/ Vendor Role • Quality Management 	T. Stevens, NSF/ R. Frederick, EPA
3:15 pm	Break (15 minutes)	:
3:30 pm	Discussion of Issues (1 ½ hour) <ul style="list-style-type: none"> • Review results of State canvass • Regulatory perspective (federal, state, local) 	
5:00 pm	Adjourn	:

Wednesday, February 10, 1999

7:30 am	Continental breakfast (30 minutes)	
8:00 am	Review of Issues Discussion (30 minutes)	
8:30 am	Identification of SWP Technologies (1 ½ hour) <ul style="list-style-type: none"> • Presentation of technologies of interested vendors • Review of other potential technologies (identify prior to meeting) • Other technologies from SAG/observers 	
10:00 am	Break (15 minutes)	

10:15 am Prioritizing SWP Technologies (2 ½ hours)

- Categorization of Technologies and Applications
- Availability of Test Sites
- Availability of Existing Test Protocols

11:45 am Lunch (Provided by NSF) (1 hour)

12:45 pm Prioritizing SWP Technologies (continued)

1:45 pm Test Protocol Development Process (1 hour)

- Critical Elements of a Test Protocol
- Identification of Experts
- Technology Panel Formation
- Quality Management

2:45 pm Break (15 minutes)

3:00 pm Project Time Line (45 minutes)

- Next Steps
- Selection of Chairperson
- Next SAG meeting (Date/Location)

3:45 PM Adjourn

**ETV Source Water Quality Protection Technologies Pilot
Stakeholder Advisory Group**

<u>Name</u>	<u>Affiliation</u>
William Anderson	American Academy of Environmental Engineers
Thomas Grizzard	Virginia Polytechnic Institute <i>(Representing: American Water Works Association)</i>
Tom Groves	New England Interstate Pollution Control Commission
George Loomis	University of Rhode Island <i>(Representing: Consortium for Decentralized Wastewater Technology)</i>

	<i>and Management)</i>
Daniel Markowitz	Malcolm Pirnie (Representing: Water Environment Federation)
Kevin McCray	National Ground Water Association
John Mori	National Small Flows Clearinghouse
Richard Otis	Ayers Associates
Brent Parker	Iowa Department of Natural Resources (Representing: Association of State Drinking Water Administrators)
Kevin Sherman	Florida Department of Health and Rehabilitative Services (Representing: National Onsite Wastewater Recycling Association)
Tony Smithson	Lake County (IL) Health Department (Representing: National Environmental Health Association)
John Trax	National Rural Water Association
<i>To Be Determined</i>	Environmental Council of States
<i>To Be Determined</i>	U.S. Environmental Protection Agency
<i>To Be Determined</i>	U.S. Environmental Protection Agency

ETV Source Water Quality Protection Technologies Pilot Guidelines for Conducting Meetings of the Stakeholder Advisory Group and Technology Panels

Purpose

Regular meetings of the Stakeholder Advisory Group and Technology Panels will be held by NSF and EPA during the Source Water Quality Protection Technologies Pilot. Meetings will be open to all stakeholders having an interest in the Pilot, as well as the Stakeholder Advisory Group and Technology Panels. NSF will provide Group and Panel members and interested stakeholders with notice of meetings and meeting summaries.

Conduct of Meetings

1. Observers interested in attending meetings should inform the NSF Project Manager and/or EPA Pilot Manager of their interest in participating at least 14 days prior to a meeting. If the size of the meeting limits the number of observers that can attend, attendance will be based on when NSF was notified of interest to participate, with the first to notify NSF being allowed to participate. All observers and meeting attendees will sign an Attendance List at the start of the meeting.
2. Substitutions for members of the Stakeholder Advisory Group or Technology Panels must be approved by the NSF Project Manager and/or EPA Pilot Manager.
3. Meetings will be chaired by the NSF Project Manager and/or EPA Pilot Manager, or persons designated by the Managers, who will be responsible for assuring fair handling of the meeting.
4. A quorum of at least 50 percent of the Stakeholder Advisory Group or Technology Panel must be present at a meeting to conduct business. Items of business will include approval of the previous meeting summary and current agenda.
5. Written comments must be received 14 days prior to a meeting to allow for distribution to all Group or Panel members. Comments received at the meeting will be included with the meeting summary.
6. Motions will be entertained by the chair on agenda items as time permits. Only Stakeholder Advisory Group or Technology Panel members will be allowed to initiate a motion.
7. Agenda items will first be discussed by the Stakeholder Advisory Group or Technology Panel members. Each member will be allowed a reasonable amount of time to speak, ask questions or make pertinent comments of other member's comments. Members may abstain from discussion or comment at anytime. Meeting observers will then be allowed to comment and ask questions.
8. Each Stakeholder Advisory Group or Technology Panel member will have one vote. The vote may be for one of the following positions:
 1. affirmative
 2. negative with reason
 3. abstain with reason.
9. Votes will be counted by the chair or designee of the chair. Results will be interpreted as:
 - Three-quarters (3/4) having the same position - very strong recommendation
 - Two-thirds (2/3) having the same position - strong recommendation

If less than two-thirds of the Group or Panel favor a position, a representative from each position will be selected to prepare "majority" and "minority" recommendations on the issue, and these will be submitted to NSF.

10. Any meeting participant wishing to have legal representation at the meeting must request permission from the EPA Pilot Manager and/or NSF Project Manager in writing no less than ten days prior to the meeting. NSF and EPA may deny the request if the proper request is not made. NSF and EPA reserve the right to also have legal representation at a meeting.

